



HONORABLE NEIL ABERCROMBIE  
U.S. REPRESENTATIVE  
HAWAII FIRST CONGRESSIONAL DISTRICT

FACT SHEET

Thank you for contacting my office regarding nomination to the U.S. Service Academies. This fact sheet will familiarize you with some of the procedures and requirements involved with the nomination process. Please read carefully and retain for future reference.

ACADEMIES

Individuals may be nominated to the following service academies:

U.S. Air Force Academy  
Colorado Springs, Colorado 80840-5651

U.S. Merchant Marine Academy  
Kings Point, New York 11024-1699

U.S. Military Academy  
West Point, New York 10996-1797

U.S. Naval Academy  
Annapolis, Maryland 21402-5019

Additional information can be obtained by writing to the admissions office of the respective academies at the above addresses.

The U.S. Coast Guard Academy does not participate in the Congressional nominating system. Interested individuals may write directly to the academy in care of:

Director of Admissions  
U.S. Coast Guard Academy  
New London, Connecticut 06320-4195

## ELIGIBILITY REQUIREMENTS

An individual must meet four (4) basic eligibility requirements, as of July 1 of the year he or she is admitted.

- 1. Be at least 17 but not yet 23 years old;**
- 2. Be a U.S. citizen;**
- 3. Not be married, pregnant, or have a legal obligation to support a child or children;**
- 4. Be a child of parents or legal guardians who have bona fide legal residence in Hawaii's 1st Congressional District. The Office of the City Clerk of Honolulu, phone: 768-3800 (or leave msg at 768-3810), can verify your district if you have any questions.**

## NOMINATING SYSTEM

Each U.S. Representative or Senator may have up to five appointed cadets in attendance at each of the three service academies (Air Force, Military and Naval) at any one time. Consequently, the number of vacancies open to each Congressional member varies annually depending upon how many previously-appointed cadets are still enrolled in an academy. Ten candidates will be selected for nomination to compete for each vacancy. If no vacancies are available, you may reapply in the following year or choose to file an application at another academy. At the Merchant Marine Academy, ten nominees will be submitted to compete for the state quota of four.

The Competitive Nomination method is used. With this method, Congressman Abercrombie submits an unranked slate of up to ten nominees for each vacancy. Candidates are then ranked by the admissions officers in order of merit according to the specific academy system. Therefore, the most highly qualified candidate is selected for an offer/appointment to fill the vacancy.

You are urged to apply to every nominating authority which your eligibility allows (i.e., Senators, your Congressperson, Presidential, Vice Presidential, Children of Deceased or Disabled Veterans, etc.) A full listing of the various sources is available in the academies' catalogs.

Congressman Abercrombie's nominations will be made by January 31, whereby each applicant will be contacted. The respective academies will notify you of the appointments.

## APPOINTMENT

A nomination is **not** an appointment. Only after the nominee meets the selected academy's rigorous scholastic, physical and medical standards will the academy appoint that individual.

## PRE-CANDIDATE FILE

Applicants are required to initiate a pre-candidate file with each academy they wish to attend as soon as an application for consideration of a nomination is filed with Congressman Abercrombie. The individual academies will provide catalogs and other information to each prospective applicant. You must contact the individual academies to receive information regarding opening the pre-candidate file.

## PROCEDURES

Each Congressional office has designed an application procedure to meet its own needs and standards. Carefully study and follow the instructions of each office.

To be considered for a nomination by Congressman Neil Abercrombie, you must submit the following information **no later than November 15, or the next business day if it falls on a weekend or holiday.** Application packages which are missing information on the deadline will be considered incomplete and will not be considered.

### 1. APPLICATION FORM

The enclosed application form must be completed and returned promptly. Formal candidacy is established in Congressman Abercrombie's office upon receipt of the application form. All other required information (items 2 through 6) may be submitted at a later date, but not past the stated deadline.

### 2. OFFICIAL HIGH SCHOOL TRANSCRIPT AND/OR COLLEGE TRANSCRIPT.

12<sup>th</sup> Graders: Complete high school grades to date. Must include the last semester attended.

Post-Graduates: Complete grades in high school and the all semesters attended in college.

Home Schoolers: Please submit a detailed transcript to include course names and grades. Also, any documentation that may help to clarify the level of coursework may be attached as you deem appropriate.

### 3. SCHOLASTIC APTITUDE TEST (SAT) OR AMERICAN COLLEGE TESTING (ACT) SCORES.

Scores must be sent to us by the testing agency or included on a certified high school transcript. You may request a copy of the results be sent directly to me by using the code 4432 on your SAT application form or code 7366 on your ACT

application form. Rush requests are available from the testing agencies for a fee. Please do not send us a copy of the scores downloaded from the internet as your official copy.

**These tests are relied upon heavily by the Service Academies to determine an applicant's qualifications.** You are encouraged to retake the exam as often as necessary to improve your scores. The highest scores received before the deadline will be utilized to score your nomination package.

4. TWO LETTERS OF RECOMMENDATION

One letter must be from your teacher, school principal or counselor. The second letter can be from any person of your choice. Each person should know you well enough to attest to your character, interests/activities, leadership roles, and your general reputation in the community. Additional letters are not necessary. Letters should be from persons other than your immediate family members.

5. ESSAY

One type-written page, double-spaced, describing your educational and life goals, leadership experiences, and reasons for wanting to attend a service academy.

6. PHOTO

A recent photo, such as your senior picture.

**\*\*IMPORTANT: IT IS YOUR RESPONSIBILITY TO PROVIDE THE AFOREMENTIONED INFORMATION AND TO ENSURE THE RECEIPT OF THESE DOCUMENTS BY THE DISTRICT OFFICE NO LATER THAN NOVEMBER 15, OR THE NEXT BUSINESS DAY, THEREAFTER. CANDIDATES WHOSE FILES ARE INCOMPLETE AFTER THE DEADLINE WILL NOT BE CONSIDERED FOR A NOMINATION.**

DEADLINE

All required documents must be received in Congressman Abercrombie's District Office no later than **NOVEMBER 15, or the next business day thereafter.** All correspondence regarding the service academies should be sent to the following address:

Congressman Neil Abercrombie  
P.O. Box 50143  
Honolulu, HI 96850

You may contact Mr. Terry Visperas, in our district office at (808) 541-2570 if you should have any questions.